

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for March 1983

EXTENSION

NO.

OCHRM M83- 157

DATE

11 APR 1983

Chief, Human Resources Management
Division, OCTO: (Officer designation, room number, and
building)

DATE

RECEIVED

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OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1.
D/CO

11 APR 1983

12 APR 1983

2.
OC-EXA

12 APR 1983

12 APR 83

3.
OC-P&B

14 APR 1983

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OC/OL-IMC

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OCHRM M83- 157

11 APR 1983

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Human Resources Management Division, OC

25X1 SUBJECT:

Monthly Report for March 1983

25X1 1. Recruitment activities are rapidly escalating as the Office endeavors to deal with increasingly critical ET and TCS personnel shortages. Representatives from OP's Recruitment Division met with OC-HRMD officers to discuss the situation and to examine alternative, non-traditional recruiting methods.

25X1 2. OC-HRMD representatives accompanied OP/WARO Recruiters to Baltimore, Pautauxent, and the Norfolk/Newport News area. During this direct participation by OC, a total of 107 ET/TCS candidates were provided PHS forms.

25X1 3. A special vacancy notice advertising OC's Telecomm Specialist program was printed and distributed to all Agency components by OL's Printing Services Division. This notice, approved by D/Pers, was designed to attract internal applications for our training program; and unlike OP's computerized notices, contained additional training and career information.

25X1 4. The Assistant for Personnel Recognition met with the Director of Communications to discuss procedures for handling various types of awards ceremonies and possible ways to elevate the status of the awards program in the Office of Communications.

25X1 5. The Overseas Orientation Program (OOP) was held 9-11 March 1983; 18 Communications Officers, one Engineer, one Electronics Technician and several spouses attended the program. Additionally, several persons from other career services who are being assigned overseas were invited to attend.

25X1 6. OC has been attempting to meet new requirements in part through the use of annuitants as Independent Contractors (IC's). Currently, we have four IC requests in process.

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1 SUBJECT: Monthly Report for March 1983

25X1 8. A meeting was held between members of the HRMD/Curriculum Planning Staff and representatives from FND and CSD, to discuss contingency training. It was agreed to include M-40 and OCR training in the Telecommunications Assistant (TCA) Track, and to extend the TCA comprehensive exercise by two weeks. Future plans include an in-depth study of the entire TCA training program.

25X1 9. Representatives of HRMD participated in two and one-half days of briefings to OP/PMCD Position Management Officers on 22, 23 and 24 March 1983. The purpose of the briefings was to provide PMCD officers, who are responsible for classification of OC positions, with a current understanding of the scope, responsibilities and complexities of our Panel D positions. The preliminary feedback from PMCD appeared to be positive. Follow-up strategies to have PMCD review the Panel D positions in an occupational survey are being developed.

25X1 11. CTB's TERP IIA installation, originally scheduled for 8 February, was started on 28 March. This is the first of eight TERP IIA's to be installed at the Communications Training Branch. Photos made during the installation will be incorporated into the installation manual.

25X1 13. The Registration and Academic Support Department at the school arranged briefings for 20 members of on

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25X1 SSUBJECT: Monthly Report for March 1983 []

25X1 24-25 March at [] and 29-30 March at []
25X1 [] The sessions covered the PRS-6, Litton Fast-Fax,
25X1 and the PRT-250 equipments. All required briefings met a 31 March
25X1 deadline. []

25X1 14. Panels D and N underlap projections were calculated for
25X1 the period 1 April - 30 September 1983 and provided to all areas
25X1 and divisions. []



Distribution:

Original - D/CO, EXA, P&B, OC/OL-IMC

25X1 1 - OC-CSD
1 - OC-DND
1 - OC-ED
1 - OC-FND
1 - OC-PS
1 - []
1 - OC-HRMD/CTB

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